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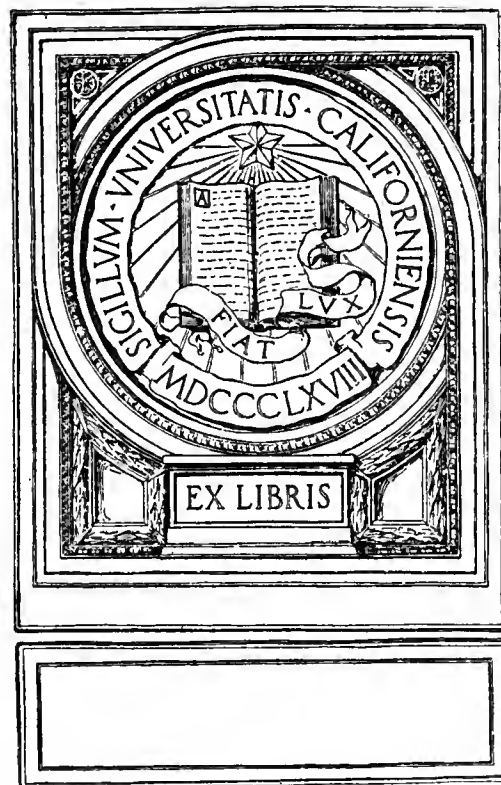
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# CASH INCOME RECORD BOOK





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HOW TO KEEP  
—A—  
**CASH INCOME RECORD**  
—TO—  
FACILITATE THE MAKING UP  
—OF—  
INCOME TAX REPORTS BY INDIVIDUALS

PUBLISHED BY  
NATIONAL TAX BOOK COMPANY  
64 DEY STREET  
NEW YORK

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C. AUBREY NICKLAS  
CERTIFIED PUBLIC ACCOUNTANT  
NEW YORK

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Figure 1 displays a 3D scatter plot of 1000 simulated data points. The axes are labeled  $x_1$ ,  $x_2$ , and  $x_3$ . The points are distributed in a complex, non-linear pattern, indicating a non-linear relationship between the variables. The points are concentrated in a central region, with some outliers extending towards the edges of the plot.

1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them. The list includes names such as "J. H. Smith", "W. J. Jones", and "M. J. Brown", among others.

# HOW TO KEEP A CASH INCOME RECORD BOOK.

## EXPLANATORY REMARKS.

Keep this book the same as you would any *cash book* or your *check-book*—entering receipts on one side and disbursements on the other.

Its use should require no explanation, the columnar headings being simple and general in character, but sufficiently specific to comply with the United States Treasury Regulations covering the Income Tax Law as applied to individuals.

Have entries made from your check-book REGULARLY, keep the analysis UP TO DATE, and you will at all times be in a position to readily make up a proper report to the Government and benefit by the ALLOWABLE DEDUCTIONS AND EXEMPTIONS, thus precluding the possibility of being taxed for an amount in excess of that for which you are legally liable.

Wherever possible, columns have been numbered in accordance with numbers assigned to similar items in specimens of reports issued by the Treasury Department, as annual reports will doubtless be made up in like form by the Government and items similarly numbered.

The Government requires the report on your GROSS INCOME. Therefore, in making entries on the "Receipts" side of this book—

- Show the NET AMOUNT that you receive in the first column;
- Show the amount of tax, if any, which was "deducted at the source" in the second column;
- Show the total of the first two columns in the third column, which is headed "Gross Amount of Income."

Entries in the third column should then be distributed as to "Income which has been taxed at the source" or "Income which is exempt." In case no tax has been "deducted at the source" the amounts shown in the first and third columns will be identical, and will be posted as "Income not taxed at source" or "Income Exempt."

## SHEET SHOWING METHOD OF MAKING ENTRIES RECEIPTS.

DATE 1914	PARTICULARS SHOW SOURCE FROM WHICH FUNDS ARE RECEIVED	AMOUNT RECEIVED	AMOUNT OF TAX DEDUCTED AT SOURCE	GROSS AMOUNT OF INCOME	ANALYSIS OF GROSS INCOME TO COMPLY WITH U. S. TREASURY REGULATIONS			
					INCOME TAXED AT SOURCE	INCOME NOT TAXED AT SOURCE	INCOME EXEMPT	
							FROM NORMAL TAXES	FROM ALL TAXES
June 1	American Coke Co. Salary	\$495 00	\$5 00	\$500 00	\$500 00			
" "	U. S. Steel Corp. Dividends	500 00	-	500 00			\$500 00	
" "	U. S. Bonds Interest	200 00	-	200 00				\$200 00
" "	John Doe Rent - Jan	100 00	-	100 00		\$100 00		

NO. 1000  
AMOUNT

## SPECIMEN FORM OF ANNUAL REPORT

— ON —

### INCOME TAX AS APPLIED TO INDIVIDUALS

#### UNITED STATES INTERNAL REVENUE

I hereby solemnly declare that the following is a true and correct return of my gains, profits, and income from all other sources for the calendar year ended December 31, 191.. (from March 1 to December 31 for the year 1913), and a true and correct return of deductions asked for under paragraph B of section 2 of the Act of October 3, 1913, and I hereby claim deductions as shown below:

Amount of gains, profits, interest, rents, royalties, profits from co-partnerships, and income from all other sources  
whatsoever, \$.....

#### DEDUCTIONS.

1. The amount of necessary expenses actually paid in carrying on business, except business expenses of partnerships, and not including personal, living or family expenses, \$.....
2. All interest paid within the year on personal indebtedness of taxpayer, \$.....
3. All national, state, county, school, and municipal taxes paid within the year (not including those assessed against local benefits), \$.....
4. Losses actually sustained during the year incurred in trade or arising from fires, storms, or shipwreck, and not compensated for by insurance or otherwise, \$.....
5. Debts due, which have been actually ascertained to be worthless, and charged off within the year, \$.....
6. Amount representing a reasonable allowance for the exhaustion, wear and tear of property arising out of its use or employment in the business, not to exceed in the case of mines 5 per cent. of the gross value of the output for the year for which the computation is made, but not including the expense of restoring property or making good the exhaustion thereof, for which an allowance is or has been made. \$.....
7. The amount received as dividends upon the stock or from the net earnings of any corporation, joint-stock company, association, or insurance company which is taxable upon its net income, \$.....
8. The amount of income, the tax upon which has been paid or withheld for payment at the source or income, \$.....

TOTAL DEDUCTIONS, \$.....

TAXABLE NET INCOME (for Normal Tax), \$.....

Date.....191 .

(Signed).....

(Address).....

NOTE.—Money or other things of value, disposed of by gift, donation, or endowment, shall not be deducted or be made the basis for a deduction from the income of persons or corporations in their tax returns under the Income Tax Law.



# Brief Digest of Federal Income Tax Law.

*To be used only in connection with full text of the law.*

## Tax Year

In 1913: March 1st to December 31st.

In other years: January 1st to December 31st.

## Returns to Be Filed

Annually, on or before March 1st.

## Tax Payable

Annually, June 1st to June 30th. Penalty thereafter.

## Who Must Pay Tax

1. United States citizens: (a) residing at home, and (b) residing abroad.
2. Residents in the United States, though they are not citizens.
3. Persons residing elsewhere, enjoying income from property owned or business carried on in the United States.

## Rates of Tax

Two kinds: Normal Tax and Additional Tax.

### Tax Graduated According to Income

On Net Income Between	Normal Tax is	Additional Tax is
\$ 3,000.01 or and \$ 20,000	1%	0
4,000.01		
\$ 20,000.01 and \$ 50,000	1%	1%
50,000.01 and 75,000	1%	2%
75,000.01 and 100,000	1%	3%
100,000.01 and 250,000	1%	4%
250,000.01 and 500,000	1%	5%
500,000.01 upwards	1%	6%

## Definition of "Net Income"

Gains, profits and income derived from salaries, wages, or compensation for services of all sorts, professions, vocations, businesses, trade or commerce, sales or dealings in property growing out of the use or ownership thereof, interest, rent, dividends, (but not for normal tax), securities, transaction of business for gain, and income from any source whatever.

## Gifts, Bequests and Insurance Money

The income but not the principal of property acquired by gift, bequest, devise or descent is taxable. Life insurance money, whether lump sum or annuity, is not taxable, but the income thereon undoubtedly is.

## Deductions, Normal Tax

For the purpose of the normal tax, the following may be deducted from the total income ascertained as above: (1) business expenses, but not living or family expenses; (2) interest paid on indebtedness; (3) taxes, except local benefit assessments; (4) trade losses and losses by fire, storm or shipwreck, not compensated by insurance; (5) worthless debts charged off; (6) an allowance for exhaustion or depreciation, figured as prescribed in the Act; (7) dividends from corporations; (8) such amount of income as has been "taxed at the source."

## Vicarious Returns

Returns to the Collector of Internal Revenue have to be made by trustees and other fiduciaries on behalf of the person to whom they pay income. No return is necessary on net incomes of less than \$3,000.

## Income Exempt

The following income is exempt from "Normal Tax," and should be shown in the column headed "Exempt from Normal Tax":

Dividends on stock of DOMESTIC CORPORATIONS.

The following income is exempt from ALL TAXES UNDER THIS LAW and should be shown in the column headed "Exempt from All Taxes":

- (1) Legacies, Bequests, Gifts.
- (2) Life Insurance.
- (3) Interest on United States, State and Municipal Bonds.
- (4) Salary as Officer or Employee of State or City.
- (5) Receipts covering repayment of loans or notes, and similar items not representing gains or profits to you.
- (6) \$3,000 of income, \$1,000 additional when married couple live together.

## 1913

Only five-sixths of exemptions and deductions are allowed for the income from March 1st to December 31st, 1913.

**SPECIMEN SHEETS FOLLOW**

## RECEIPTS.

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## DISBURSEMENTS.

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